

Operating Guide

**DOD CIVILIAN ACQUISITION
WORKFORCE PERSONNEL
DEMONSTRATION PROJECT
(AcqDemo)**

**Army Supplement
to the
DoD Operating Guide
*May 2024***

(Approved by the Director, Acquisition Career Management (Army) on 14 MAY 2024)

This is the Army Supplement to the DoD Operational Guide. Recommended changes should be forwarded to the Army AcqDemo Program Office.

EXECUTIVE SUMMARY

Army Changes:

1. Update to the Army PRD Classification process (para. 3.6.2., page 12)
2. Digital Literacy Mandatory Objective for 2024 (Appendix G, page 35)

AcqDemo Chapter 1
AcqDemo Introduction

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1.0 AcqDemo Introduction

1.1 Table of Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
8/31/18	Army 1.8.4	AcqDemo Internal Guidance	Army Supplement to DOD AcqDemo Op Guide
5/19/22	Army 1.8.4	AcqDemo Internal Guidance	This guide serves as the Army supplement to the DoD Operational Guide.

Army 1.8.4 AcqDemo Internal Guidance. Army AcqDemo Participating Organizations may develop internal guidance and business rules covering implementation of AcqDemo. Publication of local business rules should coincide with the beginning of the rating period; but due to lessons learned during the annual pay pool panel process, business rules may be updated to reflect the lessons learned. Therefore, **local business rules should be published NLT March 1.** Copies will be provided to the Army AcqDemo Program Office. Participating Organizations may not change the design and intent of any of the AcqDemo initiatives.

AcqDemo Chapter 2

Organizational Conversion & Employee Voluntary Movement Into & From AcqDemo

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2.1 Table of Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
8/31/18	Army 2.3.1.1.2	Organizational Conversion (Exclusion from participation)	ACTEDS Interns are excluded from participation as ACTEDS interns in AcqDemo
2/8/18	Army 2.3.1.2	Organizational Conversion to AcqDemo	Army AcqDemo POC
2/8/18	Army 2.4.1.9	Application Process	Army AcqDemo Program Office mailing address
2/8/18	Army 2.6.1.3	Bargaining Requirements	Army AcqDemo POC
5/19/22	Army 2.7.1.2	Career Path and Broadband Level	Clarifies that GS Pay plans and AcqDemo Career Paths cannot be combined within career ladder progression.
8/31/18	Army 2.9.1.4	WGI Buy-in	Formula and example
5/19/22	Army 2.9.1.4	WGI Buy-in	Deleted: see DOD Op Guide Section 2.9.1
8/31/18	Army 2.9.1.5	WGI Buy-in: QSI	Examples
5/19/22	Army 2.9.2.5	WGI Buy-in: QSI	Deleted – see DOD Op Guide Section 2.9.3
8/31/18	Army 2.9.4.	FWS to AcqDemo WGI Buy-In	Formula and example
8/11/20	Army 2.9.4	Federal Wage System (FWS) to AcqDemo Within-Grade Increase Buy-In	Deleted. Refer to DoD Op Guide section 5.17.5
2/8/18	Army 2.10	Organizational Movement from AcqDemo	Army AcqDemo POC
8/11/20	Army 2.11.1	Employee Movement from the Demonstration Project	Deleted. Refer to End-of-Cycle Closeout Checklist and Employee Movement Matrix
2/8/18	Army 2.11.6	Contribution-based Compensation and Appraisal System (CCAS) Contribution and Performance Assessment.	Army Table 1 – CCAS Payout Processing Procedures
5/19/22	Army 2.11.6	Army Table 1 – CCAS Payout Processing Procedures	Deleted. Refer to the Employee Movement Matrix on the AcqDemo website at: http://acqdemo.hci.mil/tools/Employee_Movement_Matrix.pdf .
2/8/18	Appendix A	Eligibility Questionnaire	Army Note
2/8/18	Appendix B	Sample Command Letterhead	Army AcqDemo mailing address

Army 2.3 Organizational Conversion into AcqDemo

Army 2.3.1.1.2 Organizational Conversion

The Federal Register Notice, Section I.E. Workforce Coverage states “Excluded from coverage of this project at this time are Senior Executive Service, Senior Level, Scientific and Technical, Federal Wage System, and Administratively Determined positions. Also excluded from the project are (1) positions allocated to a Physicians and Dentist Pay Plan, either GP or GR; (2) positions covered by the Defense Civilian Intelligence Personnel System (10 U.S.C. chapter 83); (3) positions covered by or to be included in one of the Science and Technology Reinvention Laboratory (STRL) personnel demonstration projects (Section 342(b) of the NDAA for FY 1995, Pub. L. 103– 337 (10 U.S.C. 2358), as amended); (4) primary or secondary law enforcement officer (LEO) positions (5 U.S.C. 5541(3)); and (5) administrative law judge positions.” In addition, Army Civilian Training, Education, and Development System (ACTEDS) interns are excluded.

Army 2.3.1.2 Army organizations interested in AcqDemo must contact the Army AcqDemo Program Office by email at usarmy.belvoir.usaasc.list.usaasc-acqdemo@army.mil.

Army 2.4 Application Process

Army 2.4.1.9 The Army AcqDemo Program Office mailing address is U.S. Army Acquisition Support Center, ATTN: Army AcqDemo Program Office, 9900 Belvoir Road, Building 201, Suite 115, Fort Belvoir, VA 22060-5567. The memorandum can also be emailed to usarmy.belvoir.usaasc.list.usaasc-acqdemo@army.mil. The Army AcqDemo Program Office will coordinate/staff all requests for participation with the HQDA Office of the General Counsel, HQDA G-1 Civilian Personnel Policy and the Army Director, Acquisition Career Management (DACM).

Army 2.6 Bargaining Requirements

Army 2.6.1.3 For Army activities, the signed written agreement must be emailed to usarmy.belvoir.usaasc.list.usaasc-acqdemo@army.mil who will forward the agreement to Defense Civilian Personnel Advisory Service (DCPAS).

Army 2.7.1.2 Career Path and Broadband Level The employee must reach the traditional career ladder full performance level first i.e. GS, and then be converted to their appropriate AcqDemo career path and broadband level. Pay plans (i.e. GS and AcqDemo) cannot be combined within career ladder progression.

Army 2.10 Organizational Movement from AcqDemo

Army 2.10 The Army AcqDemo Program Office must be contacted when an organization is contemplating an organizational movement from AcqDemo. Organizational movement from AcqDemo must be communicated to usarmy.belvoir.usaasc.list.usaasc-acqdemo@army.mil.

Appendix A – Eligibility Questionnaire

4. If all of the eligibility requirements are met, notify the Army AcqDemo Program Office POC.

NOTE: The Army AcqDemo Program Office mailing address is U.S. Army Acquisition Support Center, ATTN: Army AcqDemo Program Office, 9900 Belvoir Road, Building 201, Suite 115, Fort Belvoir, VA 22060-5567.

Appendix B – Sample Command Letterhead

NOTE: The Army AcqDemo Program Office mailing address is U.S. Army Acquisition Support Center, ATTN: Army AcqDemo Program Office, 9900 Belvoir Road, Building 201, Suite 115, Fort Belvoir, VA 22060-5567. The Army AcqDemo Program Office will coordinate all requests for participation with HQDA G-1 Civilian Personnel Policy.

AcqDemo Chapter 3

Classification System

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3.0 Classification System

3.1 Table of Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
2/8/18	Army 3.5.1	Position Requirements Documents (PRDs)	Army AcqDemo Participating Organizations will use FASCLASS
8/11/20	Army 3.5.1.1	Position Requirements Documents (PRDs)	Added universal statement about control point/pay lane on PRD
10/24/22	Army 3.5.1.1	PRD and Control Point	Changed verbiage from “is” to “may be”
5/19/22	Army 3.5.2	Position Requirements Document (PRD)	Add statement concerning 3.5.1.1 above
4/30/24	Army 3.6.2	Classification Process	Documenting 51% or more time in direct support of acquisition positions in the PRD
8/31/18	Army 3.8	Maximum Broadband Level	Equivalent to GS full performance level. Added example.
5/19/22	Army 3.8.2	GS Career Ladder Positions	Clarifies that GS Pay plans and AcqDemo Career Paths cannot be combined within career ladder progression.
8/31/18	Army 3.12.2.2.3	Appeals Procedures	Civilian Personnel Advisory Center (CPAC) responsibility on classification appeals
2/8/18	Appendix A	Sample Position Requirements Document (PRD)	Army AcqDemo Participating Organizations will use FASCLASS

Army 3.5 Position Requirements Document

Army 3.5.1. Position Requirements Document (PRD). The Fully Automated System for Classification (FASCLASS) is a HQDA centralized system used by Army AcqDemo organizations for the classification of the PRDs.

Army 3.5.1.1 Position Requirements Document (PRD) and Control Point. Control Points are no longer required to be on PRDs. If activities choose to address control points, PRDs will include the following blanket statement: “This position may be subject to organizational compensation limits as identified in the organization’s CCAS business rules or separate compensation management strategy.”

Army 3.5.2. If activities chose to address the control point on the PRD, the blanket statement provided in 3.5.1 will satisfy the evaluation requirement. No additional evaluation is authorized.

Army 3.6 Classification Process

Army 3.6.2 Positions Involving 51% or More of Time in Direct Support to Army Acquisition Workforce (AAW). Army AcqDemo participating organizations will use FASCLASS for the development of the PRDs. The requirement to document positions involving 51% or more time in direct support of acquisition positions will be entered in the Position Duties section of the FASCLASS PRD for non-AAW positions. To document, include the following statement on the PRD “This non-AAW position is involved 51% or more time in direct support of the acquisition workforce.”

Army 3.8 Positions with Growth Potential The employee must reach the traditional career ladder full performance level first i.e. GS, and then be converted to their appropriate AcqDemo career path and broadband level. Pay plans (i.e. GS and AcqDemo) cannot be combined within career ladder progression.

Army 3.8.1 AcqDemo Maximum Broadband Level. The AcqDemo Maximum Broadband Level is equivalent to the General Schedule full performance level. For example, an NH-3 position with potential to an NH-4 broadband level. It would be advertised as an NH-3 or NH-4 level position leaving both broadband levels open for selection. Or it could be advertised as an NH-3 with potential to an NH-4 providing placement only within the NH-3 broadband level and a non-competitive promotion to the NH-4 when the selectee has demonstrated proficiency for that level.

Army 3.8.2 GS Career Ladder Positions

Army 3.12 Classification Appeals

Army 3.12.2.3 Appeal Procedures. Responsibilities of the Human Resources Office (HRO) outlined in Appendix E, Chapter 3, Classification System, DoD/Army AcqDemo Operational Guide shall be carried out by the servicing Army Civilian Personnel Advisory Centers (CPAC).

Appendix C – Sample PRDs

NOTE:

ARMY ACQDEMO ORGANIZATIONS SHALL USE FASCLASS FOR THE CLASSIFICATION OF POSITIONS.

GLOSSARY

FASCLASS Fully Automated System for Classification

AcqDemo Chapter 4

Staffing Initiatives

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4.0 Staffing Initiatives

4.1 Table Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
8/11/20	Army 4.5, 4.5.a to 4.5.j	External Recruitment Appointment Authorities	Deleted. Refer to DoD Op Guide section 4.5
8/31/18	Army 4.7.2	Announcements and Supervisor and Team Lead Cash	Additional Army guidance
5/19/22	Army 4.7.2	Announcements and Supervisor and Team Lead Cash	Changed to Army 4.7
8/11/20	Army 4.9	Simplified Recruitment Processes (SRP) – Covered Positions	Deleted. Refer to DoD Op Guide section 4.9
8/11/20	Army 4.9.1 and 4.9.1.1	Direct Hire	Deleted. Refer to DoD Op Guide section 4.9
8/31/18	Army 4.9.1.2	Vacancy Announcements	Additional information
8/11/20	Army 4.9.1.5	Name Request	Deleted. Refer to DoD Op Guide section 4.9.1.5
8/11/20	Army 4.9.1.6	Rule of Many	Deleted. Refer to DoD Op Guide section 4.9.1.6
8/11/20	Army 4.9.1.7	Process Required to Non-Select Preference Eligible	Deleted. Refer to DoD Op Guide section 4.9.1.7
8/11/20	Army 4.9.1.10	Requirements and Conditions of Employment	Deleted.
8/11/20	Army 4.9.1.11	Documenting Appointments Using Direct Hiring Authority (DHA)	Deleted. Refer to DoD Op Guide Chapter 4, Appendix B, #9
8/11/20	Army 4.9.1.12	DHA Subject to Priority Placement Program (PPP) and Interagency Career Transition Assistance Program (ICTAP)	Deleted. Refer to DoD Op Guide Chapter 4, Appendix D
8/31/18	Army 4.9.2.2	Category Rating Cut-off Scores	Additional guidance
8/11/20	Army 4.9.2.3	Applying Veteran’s Preference	Deleted. Refer to DoD Op Guide section 4.9.2.3
8/11/20	Army 4.9.3	Name Request	Deleted. Refer to DoD Op Guide section 4.9.3
8/11/20	Army 4.9.4.2	Administrative Careers with America	Deleted. Refer to DoD Op Guide section 4.9.4
8/31/18	Army 4.10.2	Expanded Detail and Temporary Promotion Authority	Priority Placement Program requirements
8/31/18	Army 4.11.6	Exception to Competition	Requirement if there are control points

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
5/19/22	Army 4.13.3	Agreement Requirements	Deleted. Refer to DoD Op Guide Chapter 4 Appendix H
5/19/22	Army 4.14	DoD College Acquisition Internship Program	Student Trainees are not coded Acquisition
8/11/20	Army Appendix D	Voluntary Emeritus Program	Now Army Appendix A. Added sample written agreement
5/19/22	Army Appendix D	Voluntary Emeritus Program	Deleted. Refer to DoD Op Guide Chapter 4 Appendix H
8/11/20	Army Appendix E	Examples of Veterans Non-Consideration Justification	Deleted. Not applicable under the Modified DHA guidance.
8/11/20	Army Appendix F	Matrix of Expedited Hiring Authority (EHA), DHA, etc.	Deleted. Refer to DoD Op Guide, Chapter 4, Appendix D

Army 4.7 Announcements and Supervisor and Team Lead Cash Differential. Participating Organizations may consider including the following in their announcements for supervisor or team lead positions (*Insert Organization*) utilizes (*select one based on the position*) Supervisory or Team Lead Cash Differential as a tool to incentivize and compensate supervisors based on organizational level and scope, difficulty, and value of the position. Once all eligibility requirements and conditions are met, the incumbent of this position may receive a (*select one based on the position*) Supervisory Cash Differential NTE 10% / Team Lead Cash Differential NTE 5% of the employee's basic pay (basis pay defined as pay without the locality rate) IAW the organization's Business Rules. The Differential is paid on a pay period basis with a specified not to exceed date of one year or less, is reviewed every year, and may be terminated or reduced as dictated by fiscal limitations or changes in assignment or scope of work.

Army 4.9.1.2 Vacancy announcements.

Under 5 U.S.C. §§ 3327 and 3330, an activity using a direct hire authority must notify OPM of job opportunities in the competitive service by listing the jobs on the USAJOBS database; however, Chapter 33, Subchapter I—Examination, Certification, and Appointment **WAS WAIVED** except for sections 3302, 3321, and 3328 to allow for the AcqDemo direct hire authorities described above.

While the AcqDemo Direct Hiring Authority (DHA) does not mandate public notice to USAJobs, Army AcqDemo Participating Organizations are encouraged to post all AcqDemo direct hire external announcements to USAJobs.

Army 4.9.2.2 Category Rating Cut-off Scores. Reminder of the Army standard category rating cut-off scores for use in USA Staffing. Category Rating cut-off scores and category titles are set up in USA Staffing to default to the Army standard. (CHRA Guidance and Procedure Search (GPS) Category Rating Cut-off Scores.)

- 95-Best Qualified/Superior
- 84-Highly Qualified
- 70-Qualified

Army 4.10.2 Expanded Detail and Temporary Promotion Authority. Priority Placement Program (PPP). The PPP Manual, Chapter 4.B 10. a. requires PPP clearance when there is an official personnel action to extend a temporary appointment if the total assignment period is being extended to 1 year or more unless the incumbent was placed through PPP on a temporary or term basis for which the procedures in 4.B.10 a. (1) and (2) apply.

(1) Example 1. The original temporary appointment was for 6 months. The manager submits an extension for 3 months. Since the total cumulative assignment period is 9 months and does not equal or exceed 1 year, the extension is not subject to PPP clearance.

(2) Example 2. Using the above scenario, the manager submits a second extension for an additional 3 months, making the total cumulative assignment 1 year. Therefore, this second extension is subject to PPP clearance.

To clarify the "total assignment period," this means any time an incumbent is on a temp or term appointment for which the overall assignment time is more than 1 year, and a Request for Personnel Action (RPA) to extend the appointment is submitted, a review of the assignment history of the incumbent must be made to determine if the total assignment time has been for more than 1 year or will exceed 1 year with the extension. For example:

An initial 2-year term appointment was first cleared in PPP because the appointment was for over a year. An RPA is submitted to extend the appointment for 3 months. Because the overall assignment time has been more than a year, a one-time PPP clearance using Referral Code "A" must be submitted.

An initial temporary appointment NTE 6 months was cleared in PPP. A RPA is submitted to extend the appointment for another 3 months. Because the total assignment time to include the extension will not exceed 1 year, the 3-month extension does not have to be cleared.

If the appointment was being extended for another 6 months, the total assignment time will exceed 1 year, so a one-time PPP clearance using Referral Code "A" must be submitted.

Army 4.11.6 Addition of supervisory duties to a position within its assigned broadband level that is to a greater salary potential due to the participating organization compensation management strategy's control point is a competitive action and is an exception to the non-competitive movement of 4.11.6. By competitive action - organization will announce opportunities for positions beyond the control point. Competitive action may be external (posting to USAJobs) or internal. If internal, opportunities will be restricted to current organizational employees. Local announcements may include canvassing, email notification or other internal organizational communication. There is no salary increase upon movement to a higher control point within the same broadband level. Salary increases within a broadband level are achieved through the annual CCAS appraisal process.

Army 4.14 DoD College Acquisition Internship Program. Student Trainees, Occ Series XX99, will not be acquisition coded nor required to obtain acquisition certification.

AcqDemo Chapter 5

Pay Administration

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5.0 Pay Administration

5.1 Table of Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
2/8/18	Army 5.3.2	Compensation Methodologies	ACDP pay increase exception
8/11/20	Army 5.9.1.2a	Non-AcqDemo Employee Entering the Demo	Deleted. Refer to DoD Op Guide section 5.9.1.2
8/31/18	Army 5.9.2	Setting Pay for Promotion (Permanent or Temporary)	Reminder: Pay setting for noncompetitive action limited to WGI Buy-in or Highest Previous Rate (HPR)
8/31/18	Army 5.15.1	Definition New Hire	Added Excepted Service
2/8/18	Army 5.15.3	Non-AcqDemo Federal Civilian Employees Entering AcqDemo	Reminder: Pay setting for noncompetitive action limited to WGI Buy-in
8/11/20	Army 5.19.4.2	Eligible Positions	Now 5.19.1.a ACTEDS Intern not eligible for ACDP
8/11/20	Army 5.19.4.4.1	Accelerated Compensation for Developmental Position	Deleted. Refer to 5 CFR 351.702.e(1) to e(4)
8/11/20	Army 5.19.5.1	ACDP Contribution, Performance and Development Plan	Deleted. Template now in CAS2Net.
8/11/20	Army 5.19.5.3.a 5.19.5.3.b	Paying an ACDP	Deleted. Refer to DoD Op Guide section 6.20.2 or 6.20.5.3
8/11/20	Army 5.19.5.4.a-b	Documentation of ACDP base pay increase	Deleted.
8/31/18	Army 5.20.1.1	Supervisory/Team Leader Cash Differential	OPM table comparing supervisors and team leaders
8/11/20	Army 5.20.2.1.2	Supervisory Team Leader Cash Differential	Deleted. Refer to DoD Op Guide Chapter 5, Appendix A
8/31/18	Army 5.20.2.3	Supervisory/Team Leader Cash Differential	Cash Differential Worksheet
8/31/18	Army 5.20.3.4	Supervisory/Team Leader Cash Differential	Movement to another Position
8/31/18	Army 5.23	Non-CCAS Award	Reminder on the annual award funding cap
8/11/20	Army Appendix A	ACDP Contribution, Performance and	Deleted. Refer to CAS2Net

		Development Plan (CPDP)	
8/11/20	Army Appendix B	Supervisory / Team Leader Cash Differential	Now Army Appendix E. Worksheet and Calculator
8/11/20	Army Appendix D	Army AcqDemo Salary Pay Setting Worksheet	Now Army Appendix F. Pay Setting Worksheet

Army 5.3.2.1 Compensation Methodologies for the Accelerated Compensation for Developmental Position Pay Increase are an exception to the provision that basic pay adjustments within a broadband level are made only with the AcqDemo CCAS Contribution Rating Increase (CRI).

Army 5.9.2 Pay setting for a non-competitive promotion is limited to the WGI buy-in IAW Section 2.10 Employee Buy-In or use of the highest previous rate (HPR) as stated in 5.8.

Army 5.15.1 Excepted service employees receiving their first appointment in the competitive service are considered as new hires.

Army 5.15.3 Pay setting for non-competitive actions is limited to the WGI buy-in IAW Section 2.10 Employee Buy-In or highest previous rate (HPR) as defined in section 5.8.

Army 5.19.1.a ACTEDS. The Army Civilian Training, Education, and Development System (ACTEDS) interns are not eligible for participation in AcqDemo thus not eligible for the AcqDemo ACDP.

Army 5.20.1.1. For quick reference, Army Chart 1 below lists examples of some of the more significant differences between team leaders and supervisors. These examples are not intended to be all-inclusive:

OPM General Schedule Supervisory Guide Examples Of Some Of The More Significant Differences Between Team Leaders And Supervisors	
TEAM LEADERS	SUPERVISORS
Explain team goals and objectives to assigned team members and assist team in organizing to accomplish work	Set team goals, select team leaders, assign team members and administratively and technically direct the work of subordinates
Coach, facilitate, solve work problems and participate in the work of the team	Plan, assign, review and accept, amend or reject work done by teams and subordinates
Provide information to the supervisor on performance of the team and individuals	Assign performance ratings, approve awards and take performance-based corrective actions
Communicate assignments, milestones and deadlines to the team and individuals based on supervisor's instructions	Make work assignments, set or negotiate deadlines and completion dates
Observe training needs and relay training needs and requests to supervisor	Schedule and approve funding for team and individual training
Inform supervisor of attendance and behavioral problems	Counsel employees on behavior and initiate disciplinary actions if required
Relay requests for resources and supplies	Allocate resources to teams
Major duty occupying at least 25% of position's time (time such as communication to team members, reporting, monitoring, training of members, analysis of team's progress and effectiveness, approve emergency leave up to 3 days)	Major duty occupying at least 25% of position's time (time such as time cards, approve leave, etc.; plan development and required discussions; rating; review of products, policies and guidance to staff)

Army Chart 1 – Differences between Team Leaders and Supervisors

Army 5.20.2.3. See Army Appendix F for Supervisory and Team Leader Cash Differential worksheet and cash differential calculator as part of the Cash Differential Request Package. Army AcqDemo Participating Organizations may use/revise Army Appendix F or may develop internal business rules for the cash differential request and approval process.

Army 5.20.3.4. Movement to another Position. A supervisor/team leader movement to another position will require termination of the cash differential and determination of eligibility/value of a new supervisory/team leader cash differential.

Army 5.23 Non-CCAS Award - While there is no award cap for other awards and bonus programs falling outside of individual performance and individual contribution awards, i.e., group awards and suggestion/invention awards, Army AcqDemo participating organizations should continue to use these other programs judiciously and in compliance with applicable regulations.

Army Appendix E – Supervisory and Team Leader Cash Differential Worksheet and Cash Differential Calculator (also found at: <https://asc.army.mil/web/acqdemo/>)

Cash Differential Worksheet					
Request for Cash Differential for:					
Name: <input type="text"/>					
Career Path (NH, NJ, or NK): <input type="text"/>			Broadband Level: <input type="text"/>		
Occupational Series: <input type="text"/>					
Position Title: <input type="text"/>					
<input type="checkbox"/> Supervisory Cash Differential <input type="checkbox"/> Team Leader Cash Differential					
Basis for Cash Differential (<i>Select one or more as applicable</i>)					
<input type="checkbox"/> Organizational level and scope, difficulty, and value of position warrants additional compensation; or <i>Specify the duties/functions which would warrant the cash differential for this employee.</i>					
<input type="checkbox"/> Supervisory and/or team leader positions are extremely difficult to fill; or <i>Specify the why the position is extremely difficult or hard to fill which would warrant the cash differential for this employee.</i>					
<input type="checkbox"/> Salary inequities may exist between the supervisor/team leader and non-supervisory/non-team leader subordinates' basic pay <i>Provide current level of remuneration as compared to the organization's compensation strategy, i.e., value of the position, control points, pay lanes, etc.</i> Basic pay is defined as base pay with applicable locality pay.					
Supervisor / Team Leader Current Basic Pay	Subordinate Name(s)	Basic Pay	Career Path	Broadband Level	Occ Series
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
\$		\$ -			
<input type="checkbox"/> ATTACH ORGANIZATION CHART					

Cash Differential Worksheet

NAME:			
RECOMMENDED BY:			
ACTIVITY:			
Evaluation Criteria - Supervisory Cash Differential		Score	Range
A.	Federal Government Civilian Supervisor for More Than One Year (No = 0, Yes + 1)	1	0 - 1
B.	Most recent Performance Appraisal Quality Level for Job Achievement and/or Innovation (5 = Outstanding, 3 = Fully Successful, 1 = Unacceptable)	3	5/3/1
C.	Maximum possible Performance Appraisal Quality Level on Job Achievement and/or Innovation (5 = Outstanding)	5	5
D.	Organizational needs and technical expertise / technical demands Consider budgetary constraints, resources managed, complexity of requirements, and other factors related to execution of position's responsibilities Low = 1 Medium = 2 Medium High = 3 High = 4	1	1 - 4
E.	Supervisory experience Less than 2 years = 1 2-4 years = 2 5-9 years = 3 10 or more years = 4	1	1 - 4
F.	Organizational level relative to the Head of the Participating Organization Branch = 1 Division = 2 Directorate = 3 HQ = 4	2	1 - 4
G.	Personal excellence (Appraisals, Quality of Performance, Awards, Commendations, etcetera over last 5 years) Score 0-5	1	0 - 5
H.	Managerial impact (Mission contributions, mentoring, internal and external teambuilding, leadership, etcetera) Score 0-5	1	0 - 5
Supervisory Cash Differential % Recommended		2.80	%

Supervisor Differential Calculator

NAME:			
RECOMMENDED BY:			
ACTIVITY:			
Evaluation Criteria - Team Leader Cash Differential		Score	Range
A.	Federal Government Civilian Team Leader for More Than One Year (No = 0, Yes + 1)	1	0 - 1
B.	Most recent Performance Appraisal Quality Level for Job Achievement and/or Innovation (5 = Outstanding, 3 = Fully Successful, 1 = Unacceptable)	3	5/3/1
C.	Maximum possible Performance Appraisal Quality Level on Job Achievement and/or Innovation (5 = Outstanding)	5	5
D.	Organizational needs and technical expertise / technical demands Consider budgetary constraints, resources managed, complexity of requirements, and other factors related to execution of position's responsibilities Low = 1 Medium = 2 Medium High = 3 High = 4	4	1 - 4
E.	Team Leader experience Less than 2 years = 1 2-4 years = 2 5-9 years = 3 10 or more years = 4	3	1 - 4
F.	Organizational level relative to the Head of the Participating Organization Branch = 1 Division = 2 Directorate = 3 HQ = 4	2	1 - 4
G.	Personal excellence (Appraisals, Quality of Performance, Awards, Commendations, etcetera over last 5 years) Score 0-5	1	0 - 5
H.	Team lead impact (Mission contributions, mentoring, internal and external teambuilding, leadership, etcetera) Score 0-5	1	0 - 5
Team Leader Cash Differential % Recommended		2.65	%

Team Lead Differential Calculator

Army Appendix F – Army AcqDemo Salary Pay Setting Worksheet (also found at: <https://asc.army.mil/web/acqdemo/>)

AcqDemo Salary Pay Setting Worksheet			
Candidate Name:			
Career Path:	Series:	Broadband Level	
Advertised Salary Range in Job Announcement:	\$	to	\$
Broadband Level Range (Base Salary):	\$		
Position Control Point (if applicable):	\$		
Directorate:			
Recruit Analyst:			
<p>Base salary is used in all calculations. Salary cannot be below the broadband level minimum or above broadband level maximum.</p> <p><input type="checkbox"/> 1 - New Hire (Set pay within broadband level not to exceed broadband level maximum or position's control point)</p> <p><input type="checkbox"/> 2 - Promotion (0% to 20% but at least broadband level minimum) % Increase <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> 3 - Reassignment (Within-Grade-Increase only) New salary with WGI Buy-in to be calculated by CPAC. Approval signatures are not required on this form.</p> <p style="text-align: right; color: blue; font-size: small;">Click http://acqdemo.hci.mil/ then select "Tools" for the AcqDemo Conversion Calculator</p> <p><input type="checkbox"/> 4 - Reduction in Broadband Level</p> <p>Type:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Return from Temporary Promotion (return to permanent salary with the addition of any salary increases incurred during temp promotion i.e. GPI, CRI)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Voluntary (set pay within broadband not to exceed the employee's current salary)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Involuntary - Employee's salary will be reduced by percentage determined by the participating organization, but will be set no lower than the minimum basic pay of the lower broadband to which assigned. Employees placed into a lower broadband due to adverse or contribution based action are not entitled to pay retention [OpGuide 5.11].</p> <p style="padding-left: 40px;"><input type="checkbox"/> Contribution-based</p> <p style="padding-left: 40px;"><input type="checkbox"/> Adverse action</p>			
Comparative Data			
	Base Salary		
Lowest paid incumbent performing similar work:			
Highest paid incumbent performing similar work:			
Average of incumbents performing similar work:			
	Current Salary	Proposed Salary or Percent Increase	Incentive
Base Pay:	\$	\$	%
Locality:	\$	\$	%
Total Salary:	\$	\$	%
			Recruitment Bonus: \$
			Relocation Bonus: \$
			PCS Expenses Paid: Yes/No
			Cash Differential: \$
<p>Justification Statement: Include relevant education, experience, knowledge, skills, and abilities for salary determination above the minimum.</p>			
Approvals			
I certify that the proposed salary is compliant with applicable pay setting policies.			
Name of Recommending / Selecting Official		Signature	Date
Name of G-1 (or equivalent) Reviewing Official		Signature	Date
Name of Additional Review (as required)		Signature	Date
Name of Approving Authority		Signature	Date
<p>A copy of this worksheet must be retained by the authorizing official. A written transmittal will be submitted to the CPAC to record pay setting decisions when the Request for Personnel Action (RPA) has been submitted in advance of candidate selection.</p>			

AcqDemo Salary Pay Setting Worksheet			
Promotion Calculator:			
Current Base Salary:	\$ 76,000	<i>Enter Base Salary</i>	
Locality Percentage:	26.25%	<i>Enter Locality Rate</i>	
	Locality		
	Base Pay	Pay	Total Pay
0%	\$ 76,000	\$ 19,950	\$ 95,950
1%	\$ 76,760	\$ 20,150	\$ 96,910
2%	\$ 77,520	\$ 20,349	\$ 97,869
3%	\$ 78,280	\$ 20,549	\$ 98,829
4%	\$ 79,040	\$ 20,748	\$ 99,788
5%	\$ 79,800	\$ 20,948	\$ 100,748
6%	\$ 80,560	\$ 21,147	\$ 101,707
7%	\$ 81,320	\$ 21,347	\$ 102,667
8%	\$ 82,080	\$ 21,546	\$ 103,626
9%	\$ 82,840	\$ 21,746	\$ 104,586
10%	\$ 83,600	\$ 21,945	\$ 105,545
11%	\$ 84,360	\$ 22,145	\$ 106,505
12%	\$ 85,120	\$ 22,344	\$ 107,464
13%	\$ 85,880	\$ 22,544	\$ 108,424
14%	\$ 86,640	\$ 22,743	\$ 109,383
15%	\$ 87,400	\$ 22,943	\$ 110,343
16%	\$ 88,160	\$ 23,142	\$ 111,302
17%	\$ 88,920	\$ 23,342	\$ 112,262
18%	\$ 89,680	\$ 23,541	\$ 113,221
19%	\$ 90,440	\$ 23,741	\$ 114,181
20%	\$ 91,200	\$ 23,940	\$ 115,140

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Contribution-Based Compensation and Appraisal System
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6.0 Contribution-based Compensation and Appraisal System

6.1 Table of Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
8/31/18	Army 6.7.3.1	Time Off Award In Lieu of Contribution Award	Added flexibility limited to CA not CRI Carryover
5/19/22	Army 6.7.4	Locality Pay	Prohibits the payout of lost locality or lost CRI due to Executive Level IV pay cap.
2/8/18	Army 6.11.1	Compensation Adjustments.	Army target rail for CRI and CA is the Upper Rail of the NPR
8/31/18	Army 6.16.5	Feedback During Appraisal Cycle	Modification of Contribution Plan
8/31/18	Army 6.16.6	Mid-Point Review (MPR)	Requirement to complete MPR for new employees
8/11/20	Army 6.17.1	Ratings for Temporary Promotions	Deleted. Refer to DoD Op Guide Chapter 6, section 6.17 and Appendix H
8/11/20	Army 6.17.2	Ratings for Details	Deleted. Refer to DoD Op Guide Chapter 6, Appendix H
8/11/20	Army 6.17.3.2	Pay Setting	Deleted. Refer to DoD Movement Matrix or Army Appendix B
8/11/20	Army 6.17.5	Post Cycle Promotion	Deleted. Refer to DoD Op Guide Chapter 6, Appendix H
8/11/20	Army 6.19	Presumptive Rating	Deleted. See DoD Op Guide section 6.19
10/24/22	Army 6.19	Army PAQLs	Added Army standardized definitions of PAQL scores. Appendix K
8/31/18	Army 6.22	Part I CCAS Salary Appraisal	Inclusion of control point/pay lane in Remarks Section
8/31/18	Army 6.22	Step 5	Include control point/pay lane in CCAS Part I Remarks

8/11/20	Army 6.22	Step 6	Deleted
8/11/20	Army 6.24	End of Cycle Transactions	Deleted. Refer to DoD Movement Matrix or Army Appendix B
8/11/20	Army 6.24.1	End of Cycle Transactions	Deleted. Refer to DoD Movement Matrix or Army Appendix B
8/31/18	Army 6.24.1.1 and 6.24.1.2	Ex-Employees	Added CCAS payout process for Ex-Employees and definition
8/11/20	Army 6.26.1	Procedures to Update CAS2Net	Army Component Superusers are assigned to the Army AcqDemo PMO
8/31/18	Army 6.26.2 a).	Procedures to Update Personnel Actions due to grievances	Submit Ticket instead of RPA(s) to correct payout(s)
8/31/18	Army 6.28.1	CCAS Grievance - Bargaining Unit Employees.	Option to amend CBA to use grievance window.
2/8/18	Army 6.28.3 and Army Figure 2	Administrative Grievance	Added CCAS grievance window as an additional option to the administrative grievance procedures
8/11/20	Army 6.28.4	Administrative Grievance	Added location of Templates
8/11/20	Army 6.28.5	Recommended Acknowledgement Responses during the Grievance Period	Added responses to Employee & Supervisor at various stages of the grievance period
8/11/20	Army Appendix A	Mandatory Objectives	Now Army Appendix G. Added employee & supervisor mandatory objectives
10/24/22	Army Appendix G	Mandatory Objectives	Added supervisor mandatory objective for Career Progression/Career Development
9/1/23	Army Appendix G	Mandatory Objectives	Updated mandatory objective for Digital Literacy (limited applicability)
5/2/24	Army Appendix G	Mandatory Objectives	Updated Digital Literacy mandatory objective

8/11/20	Army Appendix I	Process CCAS Payout for Ex-Employees	Now Army Appendix H. Added DCPDS process for Ex-Employees
8/11/20	Army Appendix J	Grievance Template – Employee Request for Reconsideration	Deleted. Refer to https://asc.army.mil/web/acqdemo/ under Templates
8/11/20	Army Appendix K	Grievance Template – Next Higher Official Decision	Deleted. Refer to https://asc.army.mil/web/acqdemo/ under Templates
8/11/20	Army Appendix L	Contribution Award to Time-Off Award Calculator	Now Army Appendix I. Added calculator
5/19/22	Army Appendix L	Contribution Award to Time-Off Award Calculator	Deleted. Incorporated into the Compensation Management Spreadsheet (CMS)
8/11/20	Army Appendix M	Movement Matrix	Now Army Appendix J. Revised with comments added. Refer to DoD Op Guide Chapter 6 Appendix I

Army 6.7.3.1 Time-Off Award (TOA) in lieu of the Contribution Award (CA). Army AcqDemo Participating Organizations may convert the computed contribution award to time-off award. The maximum TOA hours is 40 hours. Only the computed CA, not plus Carryover CRI, can be converted to TOA. See Appendix I for the CA to TOA Calculator.

Army 6.7.4 Locality Pay. In high locality areas some employees receiving an increase in basic pay may see a reduced locality pay to remain within the Executive Level IV limit. Discretionary payouts may not be made in the form of an additional Carryover (NOAC 885) to repay this reduced locality pay amount or repay lost CRI, if viewed differently.

Army 6.11.1. Compensation Adjustments. Army AcqDemo Participating Organizations shall use the Upper Rail as the target line for CRI and CA. The Upper Rail is the Army’s target line to compute the CRI and CA, which is IAW Table 8. Table 8 states appropriately compensated employees are eligible for the full GPI, CRI and CA. Once the CRI and CA are computed using the Upper Rail, Section 6.13 allows pay pool managers to set guidelines for pay adjustments. Also see Army 6.24 End of Cycle Transaction for Army policy on CCAS Payout Processing.

Army 6.16.5 Feedback during the Appraisal Cycle – Modifying the Contribution Plan. It is strongly recommended that contribution objectives not be modified within the last 90 days of the rating period, unless there is a change in position. It is important to understand that employees are evaluated against the three contribution factors, therefore an AcqDemo employee is under standards (the three contribution factors) the moment s/he becomes an AcqDemo employee.

Army 6.16.6 Mid-Point Review. For employees coming into AcqDemo after the beginning of the rating period, the mid-point review will be completed within 30 days of the chronological mid-point of the effective date into AcqDemo and the end of the rating period.

Army 6.19. Army Standardized Definitions of PAQL Scores. A participating organization may supplement the PAQL criteria in local business rules with additional standards that identify milestones, production, due dates, or other measurable aspects of success contributing to the accomplishment of the goals and objectives necessary to meet an organization's mission and are achievable during the appraisal cycle.

Army 6.22 Step 5. If the participating organization/pay pool has control points/pay lanes, it is highly encouraged to include in the Part I Remarks the control point/pay lane applicable to the employee.

Army 6.24.1.1 Definition of an Ex-Employee. An Army civilian employee under AcqDemo on 30 September and had 90 or more consecutive calendar days immediately preceding 30 September who either retired, reassigned / promoted to a non-AcqDemo position or retired from Federal service after 30 September but before the effective date of the annual CCAS payout. The effective date is the beginning of the first full pay period in January.

Army 6.24.1.2 To process the CCAS payouts for Ex-Employees, see Army Appendix B.

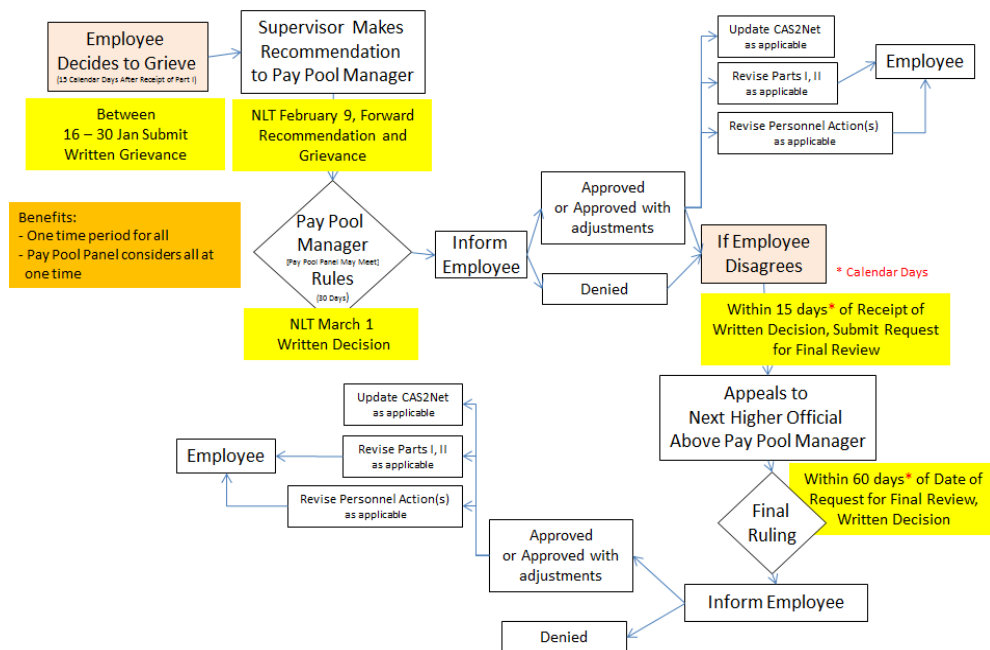
Army 6.26.1 Army Component Superusers have delegated updating an employee's CAS2Net history to PEO/Acquisition Command-level.

Army 6.26.2 a). There is no need to submit RPAs to revise the CRI, CRI Carryover to CA and/or CA due to a successful grievance. The Pay Pool Administrator submits a ticket to their servicing CPAC to correct the initial action (Award and/or Pay Adjustment). By submitting a ticket to correct the initial action will show the changes and keep a record of the first action and the corrected action. At a minimum, the "ticket to correct" should have the employee's information, CRI, CA and/or CRI Carryover, and the amount changes from original \$\$\$\$ amount to new \$\$\$\$ amount.

Army 6.28.1 Bargaining Unit Employees. Grievance procedures for bargaining unit employees are established in the Collective Bargaining Agreement (CBA) between the participating organization and the labor organization accorded exclusive representation under chapter 71 of title 5, U.S.C. **The CBA, if mutually agreed to, may be amended for AcqDemo CCAS to read** "When an employee files a grievance under AcqDemo with their immediate supervisor at the First Step, the immediate supervisor will hear the grievance in order to clarify the issues. The immediate supervisor does not have the authority to render a decision which changes an employee's OCS. The immediate supervisor will only recommend a change to the employee's OCS. The authority to change an employee's OCS resides with the employee's Pay Pool Manager (PPM). A decision to change an employee's OCS may be rendered at the Second Step by the employee's PPM as the Second Step deciding official. At the Second Step, a meeting will be scheduled between the employee, their Union Representative, and the employee's PPM as the Second Step deciding official. The PPM will make a decision regarding the immediate supervisor's recommendation.

Arbitration of any grievance is an option available to the Union after the Second Step.

Army 6.28.3 Administrative Grievance. Army AcqDemo participating organizations may establish a CCAS grievance window process as shown in Army Figure 2. Use by bargaining unit employees must be agreed to in writing with the labor organization accorded exclusive representation.



Army Figure 2 - CCAS Grievance Window

Army 6.28.4 Administrative Grievance See the United States Army Acquisition Support Center (USAASC) website for current grievance templates: <https://asc.army.mil/web/acqdemo>, under Resources, then Templates.

Army 6.28.5 Recommended Acknowledgement Responses during the Grievance Period

Upon receipt of the EMPLOYEE grievance:

On behalf of the (insert name) Pay Pool Manager, this email is to acknowledge receipt of your grievance and request for reconsideration of your 2022 CCAS appraisal.

Notification to SUPERVISOR:

On behalf of the (insert name) Pay Pool Manager, please provide your recommendations on (insert name) CCAS grievance using the attached template. No letterhead is required. Email your recommendations and (insert name)

grievance packet to (identify POC) NLT (insert date). Please acknowledge receipt.

Upon receipt of the SUPERVISOR recommendation:

On behalf of the (insert name) Pay Pool Manager, this email is to acknowledge receipt of your recommendation on (insert name) 2022 CCAS grievance.

To EMPLOYEE on Pay Pool Manager Decision:

On behalf of (insert name) Pay Pool Manager, the written decision on your 2022 CCAS grievance is attached for your information. Please acknowledge receipt.

To EMPLOYEE on receipt of Reconsideration:

On behalf of the next higher official to the (insert name) Pay Pool Manager, this is to acknowledge the receipt of your request for reconsideration and final decision on your 2022 CCAS grievance. A written decision by the (insert name) will be provided NLT (insert date). If an extension is required, you will be notified by email.

To EMPLOYEE on FIRST 15-day Reconsideration Extension:

This is to inform you of an extension to (insert date) to provide a decision on your request for reconsideration and final decision on your 2022 CCAS grievance submitted to the (identify next higher). Your request is currently (state reason for delay). If another extension is required beyond (insert date), we will at that time request your consideration for an additional extension.

To EMPLOYEE on SECOND 15-day Reconsideration Extension:

This is to request your consent for an extension to (insert date) to provide a decision on your request for reconsideration and final decision on your 2022 CCAS grievance submitted to the (identify next higher). Your request is currently (state reason for delay). Please respond by (insert date).

To EMPLOYEE on Reconsideration Decision:

On behalf of (insert name), the attached memorandum is the final decision on your request for reconsideration of your 2022 CCAS grievance. Please note that this is the final agency decision regarding your request for reconsideration of your CCAS rating of record. Please acknowledge receipt.

APPENDIX G – MANDATORY OBJECTIVES

ACQUISITION WORKFORCE EMPLOYEES:

Review, discuss, and update Individual Development Plan (IDP) with my supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review, and end of cycle review. Complete 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensure that IDP includes the timeline for attainment of acquisition and/or DoD Financial Management certification within the allotted grace period of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III). Complete annual mandatory training requirements.

Digital Literacy in the Army Acquisition Workforce: Digital transformation is not just a hot topic; it is a priority for the Army. The Army Modernization Strategy identifies digital transformation as an essential component, representing a shift in operations and culture. This shift fundamentally changes how the Army delivers value through investments in transformative digital technologies needed to execute the full range of Army missions. Digital Literacy is an initiative to support upskilling the Acquisition workforce and is intended to create a common understanding of topics such as digital transformation, agile software development, DevSecOps, cloud foundations, data science, machine learning, human centered design, artificial intelligence, and cyber security so our workforce members can practically apply those tools as we lead, develop, test, field, and sustain Army modernization programs.

Objective: Newly hired Army Acquisition Workforce (AAW) coded employees entering the workforce for the first time and are assigned to a PEO/USAASC/ASA(ALT) organization (onboard before 3 July) will complete the three prioritized courses within the Udemy Business Digital Foundations training pathway (<https://armyciv.udemy.com/>) NLT 30 SEP of each CCAS rating cycle. Prioritized courses: Digital Transformation Masterclass, The Agile Samurai Bootcamp, and Product Management for AI & Data Science (Total: 14 hours).

Due: 30 September 2024
Human Capital Strategic Plan (HCSP), Goal 2
Factor: Job Achievement and/or Innovation

SUPERVISORS:

Using all relevant and appropriate resources (e.g., functional area career maps, career development policies and regulations, etc.), provide clear and effective feedback to employees during the three mandatory CCAS counseling sessions so that, based on employee goals and objectives, each employee can document a tailored and informed individual development plan.

Develop, review, discuss, and update IDP at counseling milestones to include as a minimum: initial performance review, mid-point review, and end of cycle review. Ensure Acquisition workforce employees complete 80 CLPs within a 2-year cycle (goal is 40 CLPs yearly).

As applicable, ensure employees attain required position certifications within grace period. Ensure employees complete annual mandatory training requirements before deadline.

Complete Senior Rater Potential Evaluations (SRPE) for eligible employees IAW published suspense date. Initiate the Senior Rater Potential Evaluation (SRPE) process, in accordance with established timelines and/or when requested by an employee and follow it through to completion. Evaluate the employee's leadership potential amongst his/her peers within the SR's pool of rater employees, providing evaluative comments, and suggesting training, developmental and strategic growth opportunities. Review the SRPE evaluation with the employee to identify ways to capitalize on the employee's strengths and improve weaknesses. Support the employee's acquisition career development by helping to identify experience or training that will improve leadership skills and potential and approving these on the employee's IDP.

Foster an environment in which employees feel comfortable making protected disclosures and/or complaints alleging a violation of whistleblower protections, including, but not limited to responding constructively to whistleblowers, taking responsible actions to resolve the disclosures, and promoting the protection of whistleblowers.

APPENDIX H - PROCESSING CCAS PAYOUTS FOR EX-EMPLOYEES

For Effective Date on RPA, use employee's separation date. One way to find this is by selecting NPA Tracker from the ART Main Menu. Another way is to use the day before the effective date of the ex-employee record in DCPDS.

The screenshot shows the 'NPA Tracker' application window. At the top, it displays 'Name: Blair, Paula Wyatt SSN: xxxxxx6015'. Below this is a table with two main sections: 'Notification of Personnel Action' and 'Request for Personnel Action'.

Notification of Personnel Action				Request for Personnel Action			
Eff Date	NOA(1)	NOA(2)	Accept Signature	Request Number(RPA)	Action Requested	Approval Date	Authorizing Signature
9/20/2003	303 - Retirement-Special Option	R23 - Separation Incentive	Fred E Eversdy	03SEP4HTTTPAL00407176	SEPARATION	9/11/2003 11:33:01 AM	Chenney, Cathy B
				03SEP6ER04271152	AWARD		Fisher, JR, Johnnie W
				03SEP6ER04271152	CHG_DATA_ELEMENT	6/16/2003	None
5/18/2003	790 - Realignment		Lisa Curry	03MAY4C4_CPCA0129029	REALIGNMENT	5/28/2003	None
1/12/2003	894 - Pay Adj		Nancy A. Lane	MSL154771-177	SALARY_CHG	1/10/2003	None
1/12/2003	894 - Pay Adj		Nancy A. Lane	MSL195629-317	SALARY_CHG	4/26/2003	None
9/22/2002	840 - Individual Cash Award		Cheryl Pate	02SEP4HTTTPAL00073157	AWARD	9/24/2002	Fisher, JR, Johnnie W
1/13/2002	894 - Pay Adj		M E Schrader	MSL32926-46	SALARY_CHG	1/13/2002	None
9/23/2001	840 - Individual Cash Award		M E Schrader	MAW37016-139	AWARD	11/3/2001 5:33:40 PM	None
7/29/2001	893 - Withn-grade Inc		Linda Brooks	01DBC4NECPB00032872	SALARY_CHG	12/11/2001	None

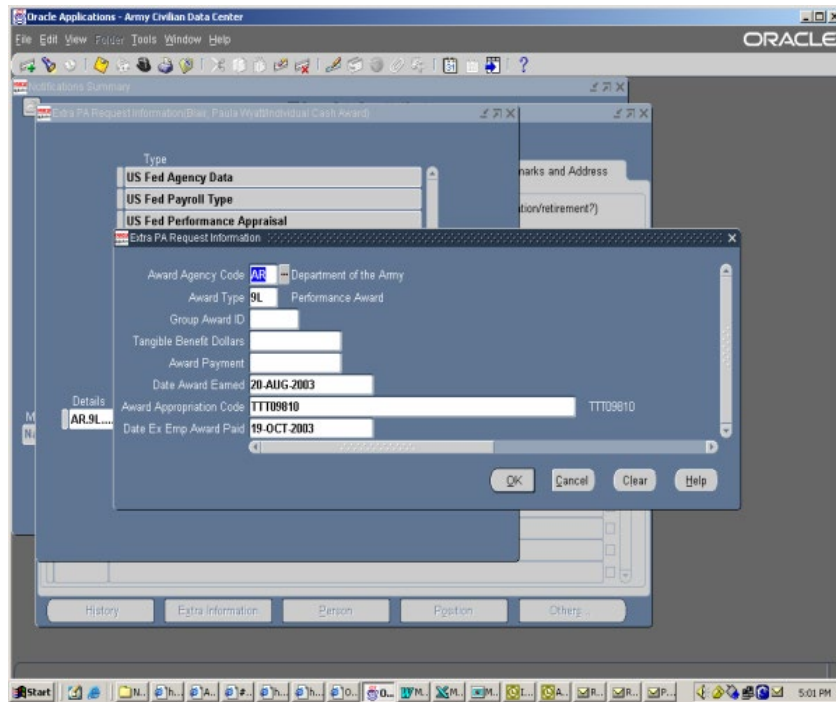
Effective date must be put on the RPA first. After you enter the effective date, you will be able to put the employee on the RPA.

The screenshot shows the 'Request for Personnel Action' form in Oracle Applications. The status is 'AUTHORIZED'. The form is divided into several sections:

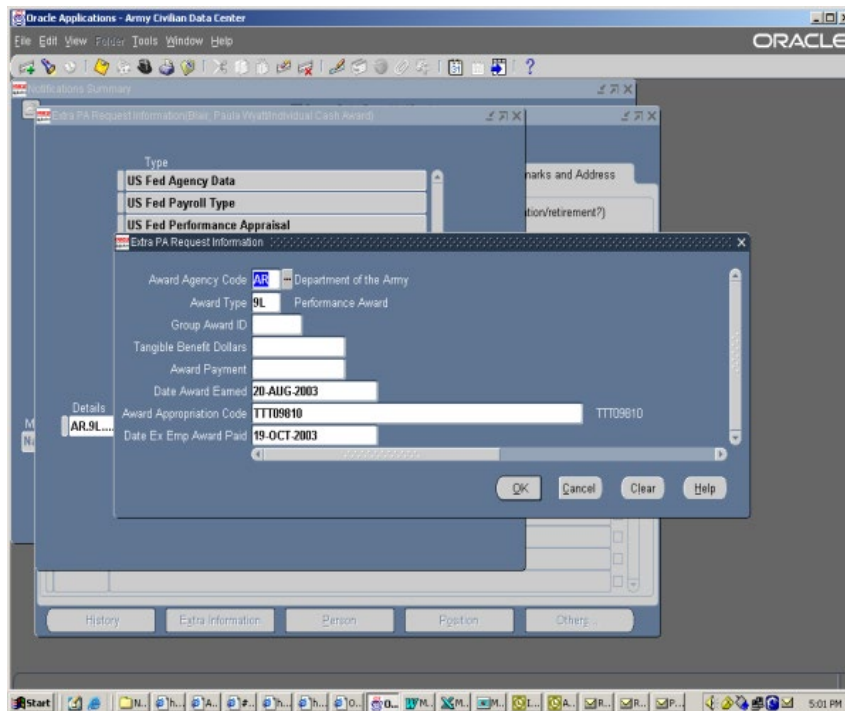
- Requesting Info:** Includes fields for 'PART A - Requesting Office' (Request Number: 03SEP6ER0427152, Telephone Number: 703 428 2480, Request Date: 15-SEP-2003) and 'PART B - For Preparation of SF 50' (Last Name: WHITT, DEBORAH, First Name: WHITT, DEBORAH, Middle Name: , Date of Birth: , Effective Date: 30-SEP-2003).
- FIRST ACTION:** 5-A Code: 840, 5-B Nature of Action: Individual Cash Award.
- SECOND ACTION:** 6-A Code: , 6-B Nature of Action: .

Buttons at the bottom include 'History', 'Extra Information', 'Person', 'Position', and 'Others...'.

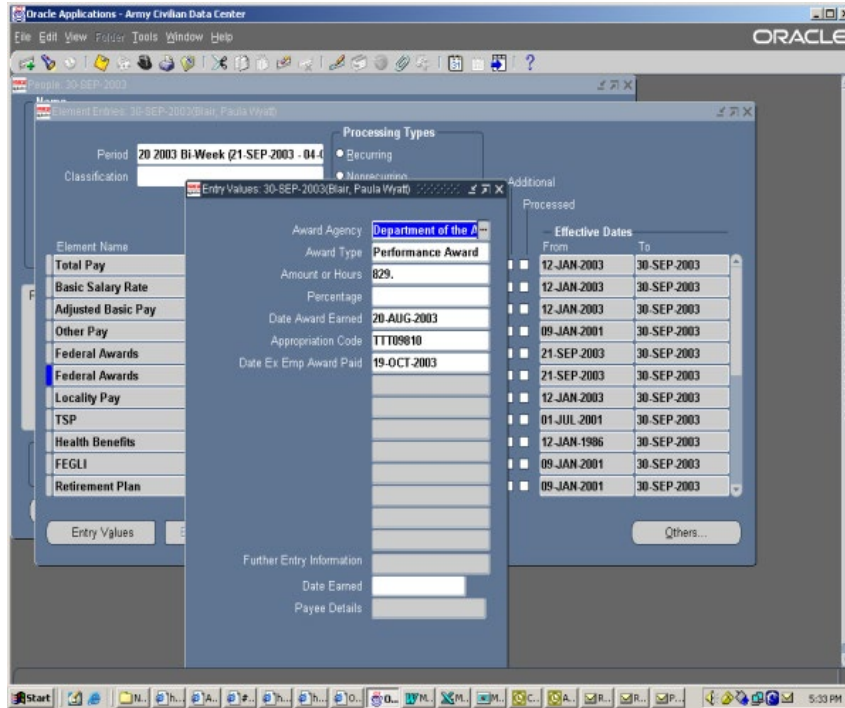
US Federal Award & Bonus Information DDF auto-populates Date Award Earned with effective date on RPA. If manager has provided an earlier effective date, put that date here.



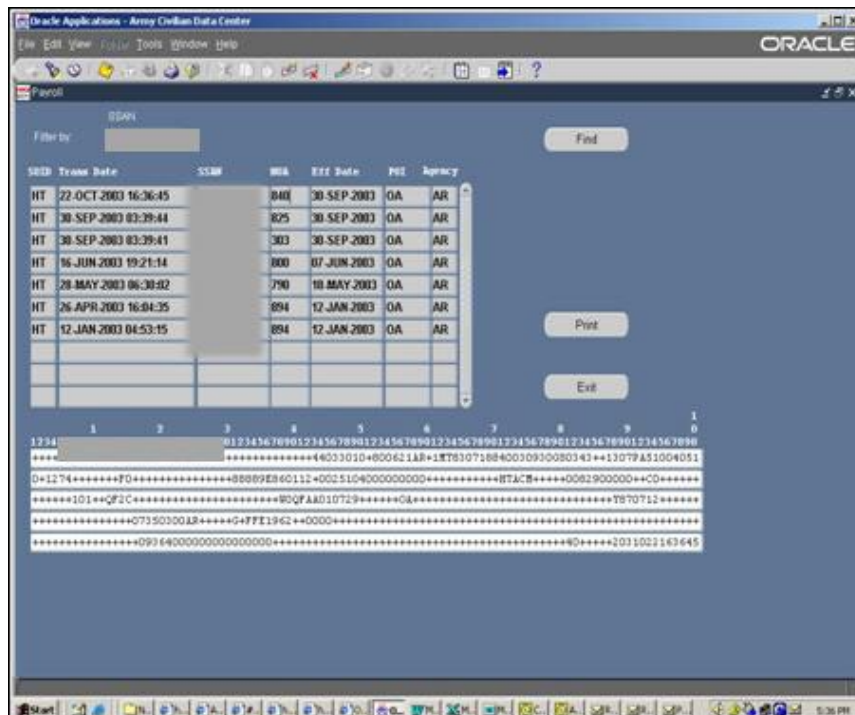
“Date Ex-Employee Award Paid” is used to document that the Award is being paid after the employee’s separation. Enter the date you are processing the Award.



After HR Update, the Award can be viewed in the Assignment Entries for the employee’s last pay period. Date Earned and Date Paid display.



Pay500 is created with employee's separation date as effective date. This ensures the award will be paid out of the proper account.



NPA will print with "Date Ex-Employee Award Paid" as the effective date in block 4. This serves as an indicator that the award was given to an ex-employee.

NOTE: A help ticket has been entered reporting that the printing of block 4 is not

working correctly. To get block 4 to print with the “Date Ex-Employee Award Paid” as the effective date, you will need to print thru Processes and Reports. Printing while updating HR is not working correctly.

Army Appendix J– Employee Movement Matrix

Table 3, Scenario 2 – Employees have full eligibility for the Contribution Award (CA) and Contribution Rating Increase (CRI) and must be addressed in the Business Rules if not paid out.

Table 4, Scenario 2 - Employees have full eligibility for the Contribution Award (CA) and Contribution Rating Increase (CRI) and must be addressed in the Business Rules if not paid out.

**ARMY APPENDIX K – ARMY STANDARDIZED
DEFINITIONS OF PAQL SCORES**

1. Level 5 – Outstanding. An employee’s quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee’s contribution plan goals and objectives as evidenced by:
 - a. The quality and quantity of the employee’s work substantially exceeds the contribution expectation with minimum room for improvement.
 - b. The accuracy, thoroughness, and timeliness of the employee’s work on this factor are exceptionally reliable.
 - c. Application of technical knowledge and skills goes well beyond that expected for the position.
 - d. The employee consistently and significantly improves the work processes and products for their level of responsibility.
 - e. The employee’s adherence to procedures and formats, as well as suggestions provided for improvement in these areas increases the employee’s value to the organization and overall mission accomplishment.
 - f. Work products rarely require even minor revisions.
 - g. The employee seeks additional work or special assignments at increasing levels of difficulty.

2. Level 3 – Fully Successful. An employee’s performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives as evidenced by:
 - a. The quality and quantity of the employee’s work fully meets the requirements of the contribution expectation.
 - b. Major revisions are normally not necessary; most work only requires minor revision.
 - c. Projects are completed accurately, thoroughly, and timely.
 - d. Technical skills and knowledge are applied effectively to specific job tasks.
 - e. The employee adheres to procedures and format requirements.
 - f. Routine problems associated with completing assignments are resolved with minimum supervision.

3. Level 1 – Unacceptable. An employee’s performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle as evidenced by:
 - a. The quality, quantity and timeliness of the work are unsatisfactory.
 - b. Work products must be continually revised and edited; instructions must be reiterated.

- c. The employee fails to prioritize and apply routine knowledge and skills expected for this position, contributing to inadequate work products.
- d. Work is incomplete or unacceptably late because of the employee's lack of realistic or logical planning, compounded by their lack of attention to basic priorities or details.
- e. The employee fails or is unable to adapt to changes in priorities, procedures, or program directions.

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Contribution and/or Performance Improvement
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7.0 Contribution and/or Performance Improvement

7.1 Table of Changes

Date of Change	Chapter(s)/ Section(s)	Topic	Remarks
2/8/18	Army 7.4	Responsibilities of Supervisors	Mandatory CIP
7/9/19	Army 7.10.1.3.1	Insufficient Progress	Added to Army Supplement

Army 7.4 Responsibilities of Supervisors A CIP is mandatory if the employee's OCS is less than employee's expected contribution range / above the upper rail of the Normal Pay Region (NPR) and/or the quality of performance is unacceptable level 1 unless a Memorandum for Record as described in Section 7.7.4 below is determined appropriate.

Army 7.10.1.3.1 Insufficient Progress.

5 United States Code §4303. Actions based on unacceptable performance

(a) Subject to the provisions of this section, an agency may reduce in grade or remove an employee for unacceptable performance.

(b)(1) An employee whose reduction in grade or removal is proposed under this section is entitled to—

(A) 30 days' advance written notice of the proposed action which identifies—

(i) Specific instances of unacceptable performance by the employee on which the proposed action is based; and

(ii) The critical elements of the employee's position involved in each instance of unacceptable performance;

(B) Be represented by an attorney or other representative;

(C) A reasonable time to answer orally and in writing; and

(D) A written decision which—

(i) In the case of a reduction in grade or removal under this section, specifies the instances of unacceptable performance by the employee on which the reduction in grade or removal is based, and

(ii) Unless proposed by the head of the agency, has been concurred in by an employee who is in a higher position than the employee who proposed the action.

(2) An agency may, under regulations prescribed by the head of such agency, extend the notice period under subsection (b) (1) (A) of this section for not more than 30 days. An agency may extend the notice period for more than 30 days only in accordance with regulations issued by the

Office of Personnel Management.

(c) The decision to retain, reduce in grade, or remove an employee—

(1) Shall be made within 30 days after the date of expiration of the notice period, and

(2) In the case of a reduction in grade or removal, may be based only on those instances of unacceptable performance by the employee—

(A) Which occurred during the 1-year period ending on the date of the notice under subsection

(b) (1) (A) of this section in connection with the decision; and

(B) For which the notice and other requirements of this section are complied with.

AcqDemo Chapter 8 – Employee Development

No Army Changes

AcqDemo Chapter 9
Reduction in Force (RIF)
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9.0 Reduction in Force

9.1 Table of Changes

Date of Change	Chapter(s)/Section(s)	Topic	Remarks
3/05/18	Army 9.4	Coordination for RIF	Coordination with DCS Army G-1 (ADCS G-1 CP) and Army AcqDemo Program Director
3/05/18	Army 9.6.2.2.	Periods of Assessed Performance	DPMAP is another performance system
3/05/18	Army 9.6.2.3. 1.e.	Employees without a Rating	Clarification

Army 9.4 Coordination. Army AcqDemo Participating Organizations will coordinate organization’s RIF with the Office of the Deputy Chief of Staff Army G-1 (ATTN: Office of the Assistant G-1 for Civilian Personnel) and the Army AcqDemo Program Director.

Army 9.6.2.2. The DoD Performance Management and Appraisal Program (DPMAP) is another performance management system.

Army 9.6.2.3. 1. e. Employees without a Rating. Employees with no assessed performance prior to the RIF “cutoff” date will be placed at the bottom of Tenure Group I – Less than 12 months of Assessed Performance.